

# Office of Campaign Finance

www.ocf.dc.gov

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$1,360,389	\$1,293,477	-4.9

The mission of the Office of Campaign Finance (OCF) is to ensure public trust in the integrity of the election process and government service by regulating the financial disclosure process and conduct of political campaigns and candidates, lobbyists, public officials, and political committees, pursuant to the D.C. Campaign Finance Reform and Conflict of Interest Act, and the D.C. Merit Personnel Act.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Improve public access to the campaign finance activity by providing new media to deliver the information.
- Improve timelines for issuing campaign finance regulations, information brochures, OCF forms, interpretive opinions, and investigative orders.

## Did you know...

Telephone	(202) 671-0550
Status of Electronic Filing System	Active
Candidate registration requirements	Statement of candidacy, statement of organization and a request for a waiver of reporting requirements

## Where the Money Comes From

Table CJ0-1 shows the sources of funding for the Office of Campaign Finance

Table CJ0-1

### FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	1,260	1,290	1,360	1,293	-67	-4.9
<b>Total for General Fund</b>	<b>1,260</b>	<b>1,290</b>	<b>1,360</b>	<b>1,293</b>	<b>-67</b>	<b>-4.9</b>
<b>Gross Funds</b>	<b>1,260</b>	<b>1,290</b>	<b>1,360</b>	<b>1,293</b>	<b>-67</b>	<b>-4.9</b>

## How the Money is Allocated

Tables CJ0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table CJ0-2

### FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	764	784	849	815	-33	-3.9
12 Regular Pay - Other	44	9	12	12	0	0.0
13 Additional Gross Pay	54	3	5	5	0	0.0
14 Fringe Benefits - Curr Personnel	126	121	130	130	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>988</b>	<b>917</b>	<b>996</b>	<b>962</b>	<b>-33</b>	<b>-3.3</b>
20 Supplies and Materials	9	9	12	12	0	0.0
30 Energy, Comm. and Bldg Rentals	29	25	28	29	2	6.8
31 Telephone, Telegraph, Telegram, Etc	12	16	15	9	-5	-36.5
32 Rentals - Land and Structures	7	9	22	28	6	26.8
33 Janitorial Services	0	14	15	17	2	12.7
34 Security Services	0	28	30	23	-6	-20.9
40 Other Services and Charges	207	267	233	202	-32	-13.6
70 Equipment & Equipment Rental	9	5	10	10	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>272</b>	<b>374</b>	<b>365</b>	<b>331</b>	<b>-34</b>	<b>-9.2</b>
<b>Total Proposed Operating Budget</b>	<b>1,260</b>	<b>1,290</b>	<b>1,360</b>	<b>1,293</b>	<b>-67</b>	<b>-4.9</b>

Table CJ0-3

**FY 2004 Full-Time Equivalent Employment Levels**

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
<b>General Fund</b>						
Local Fund	13	13	15	15	0	0.0
<b>Total for General Fund</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0.0</b>

**Gross Funds**

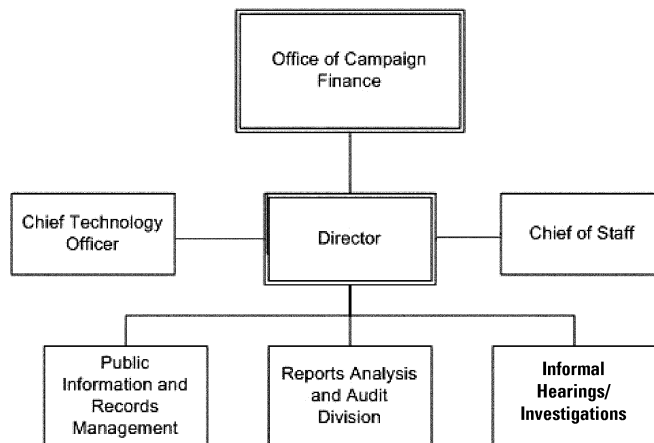
The proposed budget is \$1,293,477, representing an increase of 4.9 percent from the FY 2003 approved budget of \$1,360,389. There are 15 total FTEs for the agency, representing no change from FY 2003.

**General Fund**

**Local Funds.** The proposed budget is \$1,293,477, a decrease of \$66,912 from the FY 2003 approved budget of \$1,360,389. There are 15 FTEs funded by Local sources, representing no change from FY 2003.

- A reduction of \$19,267 in other services based on prior year actuals and anticipated requirements for FY 2004.
- An increase of \$2,771 in personal services for step increases.
- An increase of \$2,541 in fixed costs based on the Office of Finance and Resource Management's estimates.
- A decrease of \$36,068 in personal services reflecting gap closing measures for FY 2004.
- A decrease of \$16,889 in nonpersonal services reflecting gap closing measures for FY 2004.

Figure CJ0-1

**Office of Campaign Finance**

## Programs

The Office of Campaign Finance operates the following programs:

### Public Information and Records Management

This program is responsible for document management, data entry and imaging of thousands of document pages for the public record, releasing all reports for public inspection within 48 hours as statutorily mandated, and disseminating press releases and other media-related information.

A key initiative of the Public Information and Records Management program is:

- Increase service delivery by monitoring and evaluating the electronic filing system introduced in FY 2002.

### Reports Analysis and Audits

This program analyzes and reviews financial and disclosure reports and documents submitted by candidates, political committees, constituent service programs, lobbyists, and statehood fund authorities. It also conducts desk and field audits, reviews and analyzes the financial disclosure statements of public officials, prepares and compiles statistical reports and summaries, provides technical assistance to required filers and the public, and conducts educational seminars.

A key initiative of the Reports Analysis and Audits program is:

- Monitor the campaign of candidates participating in the November 5, 2002, General Election for the offices of Mayor, chairman and members of the Council, members of the Board of Education and Advisory Neighborhood Commissions.

### Informal Hearings/Investigations

This program conducts informal hearings and investigates alleged violations of the Campaign Finance Act and conducts ethics seminars. The general counsel performs legal research, including analysis of federal law to determine its applicability to the District. The program also promotes voluntary compliance for filings, registrations, and activity requirements mandated by the act.

A key initiative of the Informal Hearings /Investigations program is:

- Monitor the effectiveness of the agency's redesigned web site in delivering information on investigative reports and required filings, including summaries of reported financial information by candidates and political committees, as well as statistical analysis of reported data.

## Agency Goals and Performance Measures

### Goal 1: Increase technological capabilities to improve delivery of services.

*Citywide Strategic Priority Area(s):* Making

Government Work; Enhancing Unity of Purpose and Democracy

*Manager(s):* Violetta Graham, Chief Technology Officer

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

#### Measure 1.1: Percent of respondents that use the electronic filing system

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	95	95	100	100	-
Actual	N/A	N/A	-	-	-

#### Measure 1.2: Percent of campaign finance forms, brochures, regulations, calendars, interpretative opinions, and summary reports of filings that are available on the office's Internet home page

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	95	95	100	100	-
Actual	100	N/A	-	-	-

### Goal 2: Issue timely, reliable guidance to the regulated community to enhance compliance with the D.C. Campaign Finance Act.

*Citywide Strategic Priority Area(s):* Making

Government Work

*Manager(s):* Jean Scott Diggs, Chief of Staff

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**Measure 2.1: Percent of written requests concerning the application of the DC Campaign Finance Act to a specific or general activity or transaction that receive an interpretative opinion within the targeted timeframe of thirty days upon receipt of request**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Goal 3: Ensure full and complete disclosure of information required by the D.C. Campaign Finance**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Richard Mathis, Supervisory Auditor

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**Measure 3.1: Percent of all financial disclosure records filed for compliance with the requirements of the DC Campaign Finance Act and Standard Operating Procedures that are reviewed, evaluated, and analyzed before the next filing deadline (deadlines vary)**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Measure 3.2: Percent of field audits completed on selected committees based on desk audit findings, investigations and special requests**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	0	N/A	-	-	-

**Measure 3.3: Percent of statistical reports and summaries of desk reviews, evaluations, analysis and field audits conducted on various filing entities disseminated within targeted timeframes (times vary)**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Goal 4: Investigate and adjudicate matters concerning alleged violations of the D.C. Campaign Finance Act in a timely manner.**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Kathy S. Williams, General Counsel

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**Measure 4.1: Percent of complaints of alleged violations of the DC Campaign Finance Act are investigated, addressed in hearings, and resolved within the statutory timeframe of ninety days**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Goal 5: Promulgate regulations governing the conduct of the regulated community.**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Kathy S. Williams, General Counsel

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**Measure 5.1: Percent of regulations amended annually (when needed) and new rules drafted to be consistent with changes in legislation and administrative policy**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Goal 6: Increase public awareness of the requirements of the DC Campaign Finance Act.**

*Citywide Strategic Priority Area(s):* Making Government Work; Enhancing Unity of Purpose and Democracy

*Manager(s):* Michael Simpson, Public Affairs Specialist

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**Measure 6.1: Percent of all financial reports, organization and candidate registration statements, lobbyist reports, financial disclosure statements and other documents processed and maintained in an accurate and current record to ensure timely public availability**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Measure 6.2: Percent of listings of financial and other disclosure information required for submission by May 15 and publication by June 15 in the DC Register by the DC Office of Documents developed and compiled**

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	-
Actual	100	N/A	-	-	-

**Measure 6.3: Percent of District government agency heads that help produce an accurate and current filing of persons required to file Financial Disclosure Statements (FDS)**

Fiscal Year	2001	2002	2003	2004	2005
Target	95	95	100	100	-
Actual	100	N/A	-	-	-

**Goal 7: Provide images of financial reports at Office of Campaign Finance website [www.ocf.dc.gov/index.shtm](http://www.ocf.dc.gov/index.shtm)**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Vialetta Graham, Chief Technology Officer

*Supervisor(s):* Cecily E. Collier-Montgomery, Director

**There are no measures associated with this Goal.**